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DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
INTRADEPARTMENTAL CORRESPONDENCE

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SCHR Members

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Memorandum

To: Michael Bridges  
Undersecretary

From: Susan Pellegrin *SP*  
Human Resources Director

Subject: SCHR Recommendations

Date: January 22, 2010

BY TRC DATE 1-25-10  
BY \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_

The following is a summary of actions recommended by the SCHR at its January 19, 2010 meeting:

1. To deny the Office of Operations' request to reallocate current Administrative Assistant 5 (AS 613) positions reporting to District Administrators (Engineer 9 DOTD) to Administrative Assistant 6 (AS 614). This decision is based upon Civil Service's acknowledgement that they will not support the request since the Engineer 9 DOTD does not meet the requirements for receiving Administrative Assistant 6 level support, i.e. the job title's level of work is "administrator" and not "executive."
2. To revise the Secretarial Memo of Understanding (MOU) to allow for changes to the MOU to be processed via job correction in the event that an Administrative Assistant's supervisor does not receive a pay adjustment, but is moved up on the MOU. The SCHR also recommends continuing to reallocate Administrative Assistants whose supervisor is also reallocated and subsequently moved up on the MOU. Exceptions to the above may be considered by the SCHR on a case-by-case basis. HR will coordinate with CS to adjust the MOU and to request any appropriate allocation criteria revisions.
3. To approve extending the premium pay currently in place for DOTD Bridge Inspectors from \$2.00/hour for hours worked up to 40 hours per week to all hours worked in order to remain consistent with other premium pay amounts across the Department as well as to prevent time entry errors. HR will request approval through the Civil Service Commission at the next available meeting.
4. To revise PPM #25, Driver's License Requirements, to remove CDL requirements from the Mobile Equipment Maintenance Mechanic, Mobile Equipment Overhaul Mechanic, Mobile Equipment Shop Superintendent, Mobile Equipment Shop Foreman, and Equipment Superintendent job titles.

RECOMMENDED FOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

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APPROVED *[Signature]* 1-25-10  
DATE \_\_\_\_\_

HR reported on the turnover for Quarter 2 of FY 09-10 and identified a number of areas of concern for retention. HR will continue to monitor turnover in a number of job titles (Engineering Technician 1, Bridge Toll Collector, and Marine), discuss turnover with affected Districts/Sections, and report back to the SCHR if necessary. HR also reported on the status of jobs/areas currently being studied in the agency's formal retention program.

Additionally, HR updated the SCHR on the status of the Program Manager job study after a recent meeting between Civil Service and DOTD HR. Work on this job study is ongoing and Civil Service is expected to issue their official recommendations in February or March 2010 for DOTD's review.

Finally, HR presented the SCHR with an update on DOTD's Employee Referral Incentive Program. The SCHR suggested providing the list of recipients of the Employee Referral Incentive Program to all employees on a quarterly basis to increase awareness of this program.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.